

ORDERING PROCESSING IS AS EASY AS 1-2-3

1. CHOOSE PROCESSING OPTIONS
2. INDICATE PROCESSING INSTRUCTIONS
3. INDICATE CATALOGING OPTIONS

Free processing package - All items either attached or unattached

☐ free

1 bar code label, 1 call number label and MARC records downloaded from BTSB Bookstore

Individual items – Build your own processing

Attached

Unattached

*Laminated jacket

☐ .55

☐ .45

(Books that have jackets that cannot be laminated for special coating reasons will have a mylar cover applied)

*CoLibri covers

☐ 1.19

MARC records (specify on page B)

☐ free (download only)

☐ 20.00 (CD-ROM)

Bar codes (specify locations on page B)

1 bar code

☐ free (1 label protector, outside only)

☐ free (1 label protector)

2nd bar code

☐ .20 (1 label protector, outside only)

☐ .10 (1 label protector)

Call number labels (specify location on page C)

☐ free (1 label protector)

☐ free (1 label protector)

*Spine stamping

☐ .35

*Reading program (specify on page C)

Print reading program below classification on call # label

☐ .10 (only available with call # labels)

Spine stamp reading program below classification

☐ .10 (only available with spine stamping)

Small reading program information label

☐ .20

☐ .10

Large reading program information label

☐ .20

☐ .10

*Property identification (specify on page C)

Property stamping _____ # of stamps per book

☐ .10 each

Property label _____ # of labels per book

☐ .10 each

☐ .05 each

*Lexile labels (specify locations on page C)

Small Lexile label

☐ .20

☐ .10

Large Lexile label

☐ .20

☐ .10

*Security system(specify system on page D)

☐ .50

*Pockets

Blank pocket with date due grid

☐ .19

☐ .09

Custom pocket with date due grid (customize on page D)

☐ .39

☐ .29

*Circulation card

☐ .10

*Date due slip (specify location on page D)

☐ .15

☐ .05

*Catalog cards (specify on page D)

Full set of catalog cards

☐ .45

Shelflist card

☐ .15

Main entry card

☐ .15

Pack books in Dewey sequence (available only on shipments of 100 or more books)

☐ .05

*Not available with videos or DVDs

Bound to Stay Bound Books



MARC records

☐ Does not apply

Automated system (Company & Product) _____

Type of MARC record

☐ MARC21 (852 holdings)

☐ MARC21 (949 holdings)

☐ RDA-based MARC21 (852 holdings)

☐ RDA-based MARC21 (949 holdings)

Include reading program information in MARC record (526 field)

☐ Accelerated Reader®

☐ Reading Counts®

☐ No reading program information

Include Lexile level in MARC record (521 field)

☐ Yes

☐ No

Include 13 digit ISBN in MARC record (020 field)

☐ Yes

☐ No

Location code (Optional)

Primary _____

Secondary _____

Media type

☐ Download from BTSB Bookstore

☐ CD-ROM IBM/Mac hybrid

Bar codes

☐ Unattached

☐ Does not apply

First bar code (Select position and direction. Refer to illustration for bar code positions)

Position

(1 through 10)

Direction

☐ Horizontal

☐ Vertical, reading same direction as spine

☐ Vertical, reading opposite direction from spine

If the bar code obscures any title or blurb on the outside cover of the book

☐ Send unattached

☐ Adjust to avoid title or blurb

☐ Do not adjust

If unable to adjust to avoid title on the front or blurb on the back of the book

☐ Send label unattached

☐ Place label in original position

(If nothing indicated, label will be placed as close to desired position as possible without obscuring title on the front or blurb on the back of the book.)

Second bar code (Please select a page, position, and a direction)

☐ Unattached

Page

☐ Inside front cover •

☐ Front flyleaf

☐ Title page

☐ Back flyleaf

☐ Inside back cover •

☐ On the pocket

• Not available with laminated processing

Direction

☐ Horizontal

☐ Vertical, reading same direction as spine

☐ Vertical, reading opposite direction from spine

Position

☐ Upper left

☐ Centered at top

☐ Upper right

☐ Center

☐ Lower left

☐ Lower right

☐ Centered at bottom

If the bar code obscures any title on the inside of the book

☐ Send unattached

☐ Adjust to avoid title

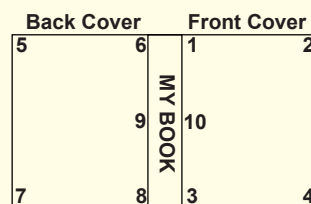
☐ Do not adjust

If unable to adjust to avoid title on the inside of the book

☐ Send label unattached

☐ Place label in original position

(If nothing indicated, label will be placed as close to desired position as possible without obscuring title or blurb.)



Please attach a sample bar code here

Exclusive BTSB bar code range for all orders

_____ to _____ (Unless specified with each order)

Length of bar code number _____ positions. Including check digit if applicable.

Check digit

☐ None

☐ Mod 10

☐ Mod 43

School code (Necessary if using a 14 digit number): _____

Bar code symbology

☐ Code 39

☐ Codabar

☐ Follett Interleaved 2 of 5

☐ Interleaved 2 of 5

Library name as it should appear on the bar code label (30 positions maximum, case sensitive)

Call number labels

- ☐ Unattached
☐ Does not apply

Attached call number label position (from bottom of book to bottom of label)

- ☐ ¼" ☐ ½" ☐ ¾" ☐ 1" ☐ 1 ¼" ☐ 1 ½" ☐ 1 ¾" ☐ 2"

Call number label direction

- ☐ Horizontal (vertical if call # length exceeds thickness of spine) ☐ Horizontal (never vertical)

For laminated jacket orders:

- ☐ Attach call number label to jacket
☐ If no jacket available, attach call number label to book
☐ If no jacket available, spine stamp book

*Reading program

- ☐ Unattached
☐ Does not apply

- ☐ Small
☐ Large

- ☐ Accelerated Reader® ☐ Reading Counts® ☐ Lexile Label
☐ Include Lexile level (LX 590) on AR or RC Information label

Small Information Label

AR
RL 4.3
PT 3.0
LX 590
<i>(LX is optional)</i>

OR

RC
RL 3.5
PT 7.0
LX 590
<i>(LX is optional)</i>

Locations available:

- ☐ Outside front cover
☐ **Inside front cover •**
☐ Inside front flyleaf
☐ Outside back cover
☐ **Inside back cover •**
☐ Inside back flyleaf
☐ Spine of book

Placement available:

- ☐ Upper Left
☐ Upper Right
☐ Centered at top
☐ Lower Left
☐ Lower Right
☐ Centered at bottom
☐ Above Classification
☐ Below Classification

Direction:

- ☐ Horizontal
☐ Vertical, reading same direction as spine
☐ Vertical, reading opposite direction from spine

• Not available with laminated processing

Large Information Label

Hank the Cowdog, case of the raging rottweiler	
Erickson, John R.	
Reading Level: 4.3	Point Value: 3.0
Interest Level: MG	AR Quiz #: 43144
Lexile Level: 590	<i>(Optional)</i>

If **Information label** obscures any title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
☐ Adjust to avoid title or blurb

If unable to adjust to avoid title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
☐ Place label in original position

☐ Do not adjust label
(If nothing indicated, label(s) will be placed as close to desired position as possible without obscuring title on the front or blurb on the back cover of the book.)

Large Lexile Label

Barrett, Judi
Cloudy With A Chance Of Meatballs
Lexile 730 AD

Small Lexile Label

LX
730
AD

*Property identification

- ☐ Unattached ☐ Does not apply

☐ Property Label

☐ Property Stamp (stamp provided by customer)

Locations available:

- ☐ **Inside front cover •**
☐ Front fly leaf
☐ Title page
☐ Back fly leaf
☐ **Inside back cover •**
☐ On pocket

Placement available:

- ☐ Upper left
☐ Centered at top
☐ Upper right
☐ Center
☐ Lower left
☐ Lower right
☐ Centered at bottom

If label obscures title/blurb:

- ☐ Send unattached
☐ Adjust to avoid title or blurb
If unable to avoid title/blurb:
☐ Send label unattached
☐ Place label in original position
☐ Do not adjust

If stamp obscures title/blurb:

- ☐ Adjust to avoid title or blurb
☐ Do not stamp

• Not available with laminated processing

Please attach a sample here.



*Security system

- ☐ Unattached ☐ 3M Tattletape attached
☐ Does not apply ☐ CHECKPOINT attached, please provide frequency _____

*Pockets (Circulation card sold separately)

- ☐ Unattached
☐ Does not apply

Attachment locations available for custom or blank pocket:

- ☐ Inside front cover (**Not available with laminated processing**)
☐ Inside back cover (**Not available with laminated processing**)
☐ Front flyleaf
☐ Back flyleaf

Custom pocket inscription – always centered

This information will be printed exactly as you indicate on this form so use upper and lower case where needed.

*Circulation card (Sold separately from pocket)

- ☐ Include with pocket
☐ Does not apply

*Date due slip

- ☐ Unattached
☐ Does not apply

Locations available:

- ☐ **Inside front cover •**
☐ **Inside back cover •**
☐ Front flyleaf
☐ Back flyleaf

• **Not available with laminated processing**

Positions available:

- ☐ Centered on page (standard)
☐ Upper right
☐ Lower right
☐ Centered on bottom of page

*Catalog cards

- ☐ Does not apply

Sequence:

- ☐ Catalog cards in sets, arranged in alphabetical order
☐ Catalog cards with author, title, and subject in one alphabet
☐ Catalog cards with author and title in one alphabet, subject cards in separate alphabet
☐ Catalog cards with author, title and subject each in a separate alphabet
☐ Shelflist card only, sorted by Dewey number
☐ Shelflist cards only, sorted by author
☐ Main entry card only, sorted by author
☐ Main entry and shelflist cards only in separate alphabets

Additional options available:

Tracings:

- ☐ Tracings on the shelflist cards
☐ No tracings on shelflist cards

Summary-annotation:

- ☐ Library of Congress summaries
☐ No summaries

Card headings:

- ☐ Headings on card sets
☐ No headings on card sets

Special designators

DVD

☐ No designation ☐ DVD over call #

Video

☐ No designation ☐ VID over call # ☐ VIDEO over call #

Spanish

☐ No designation ☐ S over call # ☐ SP over call # ☐ SPA over call #

Reference

☐ No designation ☐ R over call # ☐ REF over call #

Juvenile fiction

☐ No designation ☐ J over call # ☐ JUV over call #
☐ JF over call # ☐ J in front of call # ☐ J in front of call #

Juvenile nonfiction

☐ No designation ☐ J over call # ☐ JUV over call #
☐ JNF over call # ☐ J in front of call # ☐ J in front of call #

Author letters (Specify length for each classification)

☐ First capital, rest lower case ☐ All capital letters

Include spaces or apostrophes in author letters

☐ Yes (O'Connor = O'C) ☐ No (O'Connor = OCO)

Title main entry

☐ Main entry letters using title, according to AACR Second Edition 2005 update
☐ Main entry letters using editor or compiler

Subject headings

☐ Sears subject headings ☐ Library of Congress children's subject headings

Fiction _____ # of author letters (3 letters standard, 8 maximum)

☐ F ☐ Fic ☐ FIC ☐ No classification

Easy fiction _____ # of author letters (3 letters standard, 8 maximum)

☐ E ☐ EASY ☐ P ☐ PIC ☐ E over Fiction
☐ EF ☐ Easy ☐ Pic ☐ Same as Fiction ☐ No classification

Story collection _____ # of author letters (3 letters standard, 8 maximum)

☐ SC ☐ 808.83 ☐ 808.8 ☐ Same as Fiction ☐ No classification

Nonfiction _____ # of author letters (3 letters standard, 8 maximum)

☐ Dewey Decimal Classification ☐ No classification

Easy nonfiction _____ # of author letters (3 letters standard, 8 maximum)

☐ E ☐ P ☐ Dewey number ☐ ENF over Dewey
☐ Easy ☐ PIC ☐ E over Dewey ☐ ENF
☐ EASY ☐ Pic ☐ No classification

Individual biography _____ # of letters of biographee's last name (3 letters standard, 8 maximum)

☐ 92 ☐ B ☐ B over 92
☐ 920 ☐ BIO ☐ B over 920
☐ 921 ☐ Bio ☐ B92
☐ Dewey of biographee ☐ No classification

Collective biography _____ # of author letters (3 letters standard, 8 maximum)

☐ 920 ☐ B ☐ C920 ☐ BC
☐ 921 ☐ BIO ☐ C over 92 ☐ CB
☐ 92 ☐ Bio ☐ C over 920 ☐ No classification
☐ Dewey of biographee





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1880 West Morton Ave.
Jacksonville, IL 62650-2619

ORDER FORM

BTSB FREE PROCESSING AND SHIPPING

1 Call Number Label, attached* or unattached – 1 Bar Code Label, attached* or unattached
MARC Records when downloaded from the BTSB Bookstore**

*Clear protective labels are provided with your FREE Call Number and Bar Code labels.

**MARC records requested on CD-ROM will have a \$20.00 media charge per shipment applied.

Bill to: _____

Signature _____
Phone # _____
email _____

Ship to: _____

Title _____
Fax # _____

Ordering Method

- ☐ P. O. # _____ Date ____/____/____ Do not exceed \$ _____
☐ Reserve titles, await confirmation
☐ Firm order, no purchase order required

Processing Services

- ☐ No processing services or MARC records
☐ MARC records only
☐ Free processing package or ☐ Use processing on file
☐ Use bar code range on file
☐ Starting bar code number _____
☐ Check if bar code number requested is lower than previous number because you are filling in gaps.
☐ Contact me. My automated system has been upgraded or changed since my last order.
☐ Order Accelerated Reader® Quizzes for all Accelerated Reader® titles or for titles indicated.
AR Quiz Media: ☐ Download ☐ CD-ROM
(Renaissance Learning™ requires any order of 19 quizzes or fewer be delivered via download only. A \$10.00 shipping charge per shipment is applied to all quizzes ordered on CD-ROM.)
☐ New build your own processing attached (Complete pages A-E as appropriate)

Payment Method

- ☐ Send invoice ☐ Check enclosed ☐ Credit card

For security purposes: Do not disclose card information. We will contact you by telephone to acquire this information.

Shipping

Free shipping (Allow extra time for new Spring and Fall titles.)

- ☐ Standard (Ship immediately, continue to ship as available. Backorders are canceled 60 days from the date the order is received.)
or
☐ Special handling Number of shipments ____ Date order must be completed ____/____/____

No shipments between these dates ____/____/____ to ____/____/____ (summer, holidays, etc.)

- ☐ Send a Replacement Catalog

(Prices subject to change)
Fall 2011

Phone # 800-637-6586
Fax # 800-747-2872
email btsb@btsb.com

Also available at www.btsb.com



BTSB Order Blank

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- OR -

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☐ Starting bar code number _____
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☐ Contact me. My automated system has been upgraded or changed since my last order.
☐ Order Accelerated Reader® Quizzes for all Accelerated Reader® titles or for titles indicated.
AR Quiz Media: ☐ Download ☐ CD-ROM
(Renaissance Learning™ requires any order of 19 quizzes or fewer be delivered via download only. A \$10.00 shipping charge per shipment is applied to all quizzes ordered on CD-ROM.)
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